



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO
ATTENTION OF

AFLG-PR

3 November 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 00-02

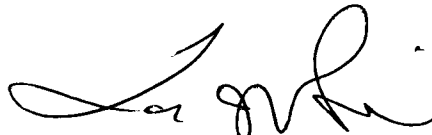
1. This CIL contains information on the following subjects:
 - a. Final Decision Report/Implementing CA Decisions,
 - b. Commerce Business Daily Announcements,
 - c. Procedures for Army Personnel to Submit for DAU Courses,
and
 - d. Simplified Acquisition Threshold Increase in Support of
Peacekeeping Operations in East Timor.
2. Final Decision Report/Implementing CA Decisions. This is a reminder that provisions of law and paragraph 7-8, DA Pam 5-20, require proper notification prior to publicly announcing and implementing a CA decision. Installations must provide DA Form 7379-R (CA Final Decision Report) and supporting documentation to HQ FORSCOM (AFPI-IMP) after the administrative appeals and GAO protest processes. Congressional notification is also required for any Cost Comparison Study of more than 10 civilian employees. Once Congress has been notified, installations will be informed by FORSCOM IMSD. This notification is the authorization to implement the MEO for in-house decisions; or award a contract for contract conversions. Implementation of the final decision cannot be made until authorization is received. Please provide the guidance below to your CA points of contact. For additional information, please contact Ms. Henrietta White at DSN 367-6916.
3. Commerce Business Daily Announcements. Reference memo, DP/CPA, 21 September 1999, SAB (encl 1). This memo from the Director of Defense Procurement stresses that more emphasis must be placed on Commerce Business Daily announcements.
4. Procedures for Army Personnel to Submit for DAU Courses. Reference memo at enclosure 2, "Procedures for Army Personnel to Submit for DAU Courses". Subject memo provides the latest instruction for obtaining DAU courses. Unlike in the past, individuals may now request their own DAU courses through the

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ATRRS Internet Training Application System (AITAS). DAU courses must be listed on the approved automated Individual Development Plan (IDP) to be considered. Once an application is entered, an email will be sent to the supervisor for approval/disapproval. Courses should be entered into AITAS as soon as possible to improve chances of being accepted. For additional information, please contact Clyde Thomas at DSN 367-6372.

5. Simplified Acquisition Threshold Increase in Support of Peacekeeping Operations in East Timor. Reference memo, SARD-PP, 01 October 1999, SAB (encl 3). Simplified Acquisition Procedures may be used up to \$200,000 for any contract awarded and performed, or purchased made, outside the United States in support of peacekeeping operations in east Timor.



TONI M. GAINES
Chief, Contracting
Division, DCSLOG
Principal Assistant Responsible
for Contracting

3 Encls
as



ACQUISITION AND
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON DC 20301-3000

September 21, 1999

DP/CPA

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT), ASA(ALT)/SAAL-ZP
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT
(ASN(RD&A)/ABM)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING) (SAF/AQC)
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Commerce Business Daily Announcements

In response to a recent complaint about the quality of our Commerce Business Daily (CBD) announcements, I have looked at a sample of such announcements and concluded that more attention needs to be paid to their preparation. If these announcements are not accurate, clear, and complete, we risk not obtaining the most vigorous possible competition for our requirements.

Care should be taken to ensure that the information being sent to the CBD is accurate and current and that there are no obvious contradictions in the body of the announcement. I recognize that the length and detail of each announcement is dependent on the complexity of the procurement and that there will be minor differences among announcements even within a single organization. However, examples of problems which have been brought to our attention include incorrect contact phone and fax numbers, web links that are connected only to the general homepage of an organization, not to a specific request for proposal, hard to understand item descriptions, and inconsistent statements on whether a planned procurement will be competitive or sole-source. All of these problems could have been corrected had there been careful review prior to the announcements being sent to the CBD.

I request that you make the quality of CBD announcements a special-interest item on procurement management reviews. I also expect you to ensure that buyers, or other knowledgeable personnel, review the announcements before they are sent to the CBD. It would also be helpful if competition advocates and small business personnel are encouraged to review these announcements periodically to ensure that their organizations are preparing announcements that are understandable to a broad range of potential offerors.

Eleanor R. Spector
Director of Defense Procurement

Procedures for Army Personnel to Submit for DAU Courses

Submit Application

To submit an application, please be sure your browser is JavaScript enabled and set to accept Cookies.

Step 1- Access the AITAS Homepage at <https://www.atrrs.asmr.com/aitas>

Step 2- Click "Submit Application"

Step 3-

- Select your Category from the drop-down list

If you are going to select either of these categories- "Civilian Army Acquisition Workforce", "Military Army Acquisition Workforce", "Army National Guard Military Acquisition Workforce", "Foreign Local National" or "Acquisition Workforce Intern", it is recommended you first go to the IDP Site, <https://rda.rdaisa.sarda.army.mil/idp/idpprod/idpstart.htm>, and verify that you have an Approved IDP.

- Enter your SSN
- Enter your DOB

Step 4- Click "Logon>>".

If you select "Civilian Army Acquisition Workforce", "Military Army Acquisition Workforce", "Army National Guard Military Acquisition Workforce", "Foreign Local National" or "Acquisition Workforce Intern", and don't have a supervisor approved IDP, you will not be able to proceed to Step 5.

Note: If, after you click "Logon>>", you receive the following error message "You have entered an invalid date of birth for your social security number, please re-enter the date of birth", contact the ATRRS Help Desk (DSN 225-2353/2060) to have the database corrected.

Step 5- Select the FY for which you want to attend training.

If in step 3 you selected "Civilian Army Acquisition Workforce", "Military Army Acquisition Workforce", "Army National Guard Military Acquisition Workforce", "Foreign Local National" or "Acquisition Workforce Intern", as your category, and you do not have any DAU Courses listed in your approved IDP, you will not have any courses to select. A pop-up message will appear advising you that no DAU Courses were found on your approved IDP and that you will not be able to proceed.

Step 6- Select the Course.

If you selected "Civilian Army Acquisition Workforce", "Military Army Acquisition Workforce", "Army National Guard Military Acquisition Workforce", "Foreign Local National" or "Acquisition Workforce Intern", as the category in step 3, the only courses that will appear on the drop-down list will be the DAU courses reflected in your approved IDP.

Step 7- Click "Search"

Step 8- Select the School you want to attend

*Click on the "Course Number (CRS)" to view that School's Class Schedule.

Step 9- From the Schedule that appears for the School that you selected, select the "Class" that you would like to attend. *Click the "Class Number (CLS)."

Step 10- Enter/verify the information required on the application.

Step 11- Once you have completed your profile, go to the lower right corner and click "Submit". If you properly clicked "Submit" a pop-up message, "A confirmation has been emailed to the student and the student's supervisor", will appear on your screen. Click "OK" to close it. This action generates two different email messages- one to the email address provided for the student and one to the email address provided for the Supervisor. If the correct address is not provided, neither message will arrive at the proper destination.

Step 12- If you would like to submit another application for the same person, click "Main Menu" in the lower right corner. If you need to submit an application for a different person or do not need to submit another application, click "Logoff" in the lower portion of the screen.

Review Application(s)

Click "Review Application(s)" to perform any of the following functions-

- Review Application(s).
- Determine status of submitted Application(s).
- Update/correct information on your Application(s).
- Cancel an Application.
- Resubmit an Application for a Course when a previously submitted application has been cancelled or disapproved.

AITAS Email Messages

AITAS generates the following formatted email messages-

1. Immediately following the submission of each Application- Separate email messages are sent to the student and supervisor.

2. When the Supervisor concurs or non-concurs with the Application- An email message is sent to the student advising them of the Supervisor's action.
3. When the student cancels an already submitted, yet unapproved (reservation or wait) Application- An email message is sent to the Student and Supervisor.
4. When the approving agency (RDAISA) approves the application as a reservation or wait- An email message is sent to the Student and Supervisor. If the application has been approved as a "reservation" and funding is going to be provided, this email message should include the fund cite, travel order number, amount of dollars to be obligated and special instructions. If you expected funding and none was provided, you should send an email to atrrs@radford-emh1.army.mil.
5. When the approving agency (RDAISA) disapproves the application- An email message, that should provide the reason why the application was disapproved, is sent to the Student and Supervisor. Send an email to atrrs@radford-emh1.army.mil if you receive disapproval without any comments or you would like to challenge the disapproval.
6. When the student requests cancellation of an already approved (reservation or wait) Application- An email message is sent to the Supervisor. The Supervisor must concur or non-concur with the cancellation request initiated by the student. Once the Supervisor has completed his/her action, an email message is automatically sent to the student and the approving agency (RDAISA). Upon receipt of the message, RDAISA will cancel the reservation or wait.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

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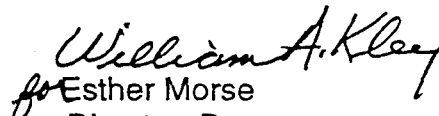
SARD-PP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Simplified Acquisition Threshold Increase in Support of
Peacekeeping Operations in East Timor

In accordance with 10 USC 2302(7) and (8) and 41 USC 403, simplified acquisition procedures may be used up to \$200,000 for any contract awarded and performed, or purchases made, outside the United States in support of peacekeeping operations in East Timor.

The point of contact for this action is COL Risser, (703) 681-7556, DSN 761-7556, fax: (703) 681-7580/7583.


for Esther Morse
Director, Procurement and Industrial
Base Policy

DISTRIBUTION:

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING
Headquarters, U.S. Army Materiel Command, ATTN: AMCRDA-AC
(PARC), 5001 Eisenhower Avenue, Alexandria, VA 22333-0001
U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC,
Redstone Arsenal, AL 35898-5280
U.S. Army Materiel Command Acquisition Center, ATTN: STEAA-AE,
4118 Susquehanna Avenue, Aberdeen Proving Ground, MD
21005-5002
U.S. Army Communications-Electronics Command, ATTN: AMSEL-AC,
Fort Monmouth, NJ 07703-5000
U.S. Army Industrial Operations Command, ATTN: AMSIO-AC, Building
350, 5th Floor, North Wing, Rock Island, IL 61299-6000
U.S. Army Tank-Automotive and Armaments Command, ATTN:
AMSTA-AQ, Warren, MI 48397-5000
Defense Supply Service - Washington, 5200 Army Pentagon,
Washington, D.C. 20310-5200
Headquarters, Forces Command, ATTN: AFLG-PR, 1777 Hardee
Avenue S.W., Fort McPherson, GA 30330-1062